



Facilities Supervisor

Class Specification

Revised 9/23

Class ID: 771

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general direction, plans, directs, organizes, and supervises all building and facilities operations including maintenance, repair and improvement, and security in all City buildings and facilities, and related equipment; performs complex skilled tasks and supervision of the repair, operation and maintenance of City facilities, systems, and equipment of HVAC, electrical, mechanical, and plumbing systems and equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Superintendent or designee. Exercises direct supervision of building and facilities assigned staff including oversight of contract staff.

DISTINGUISHING CHARACTERISTICS

This single class working supervisor oversees the day-to-day activities of the Maintenance Division. This classification supervises assigned staff and is required to perform highly skilled and complex tasks in the assigned areas. Assignments, objectives, and work methods are explained in general terms. Work methodology is the responsibility of the employee within established policies, rules and/or regulations.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, organize, and manage the maintenance, operation, inspection, installation and repair of building and facilities as assigned; prepare, plan, schedule, and manage the work on carpentry, roofing, painting, locksmithing, plumbing, heating, air-conditioning, electrical, ventilation, pumping systems, building security, accessibility, and related building work.

Oversee or perform completed and specialized diagnosis and repair on facilities and related equipment, and systems; oversee or perform the more specialized and difficult tasks associated with plumbing, carpentry, painting, electrical, and mechanical projects; prepare and implement routine preventative maintenance plans.

Supervise and manage safety training and work task procedures including safe work site set up, proper equipment and tool use and storage for building and facilities section; assign, supervise, train, inspect, evaluate, and set priorities of assigned personnel.

Receive, evaluate, process and coordinate work with City departments and outside contractors; administer contracts; review and evaluate work; coordinate permitting and related inspections; advise management staff of work in progress, operating problems and actual or potential delays.

Collect, manage, and audit data such as work requests/job orders, inventory, and purchasing; review plans and specifications, work orders, maintenance records, and work activities for input into the maintenance management computer system; maintain accurate files, logs and records in assigned areas of responsibility; prepare a variety of routine reports, memos, and correspondence.

Ensure assigned projects and staff comply with city rules, regulations, ordinances, and policies.

Assist in the preparation for assigned budget section and program areas; monitor budget expenditures; prepare cost estimates for maintenance, repair, and program activities; assist in reviewing and evaluating Capital Improvement Plan (CIP) projects, equipment replacement needs and new construction.

Respond to emergency and/or after hours calls and take appropriate course of action; investigate and resolve complaints related to building operations and service issues.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works maintenance related to the care and upkeep of public buildings and parks facilities.
- Methods, materials, terminology, and tools and equipment associated with building and facilities and systems construction, repair and maintenance.
- Equipment, tools, and materials used in a variety of public works maintenance activities.
- Principles and practices of supervision, training, and performance evaluations to include leadership, motivation, team building and conflict resolution techniques.
- Principles of basic budget monitoring and purchasing.
- Principles and practices of safety management.
- Pertinent local, State and Federal rules, regulations, and laws, including safety regulations and procedures.
- Computerized maintenance management systems.

Skill or Ability to:

- Organize, implement, and direct building maintenance projects.
- Identify and interpret technical and numerical information.
- Learn, understand, and apply laws, regulations, codes, policies, and procedures; observe and problem solve operational and technical issues.
- Interpret and explain pertinent public works maintenance and department policies and procedures.
- Read, interpret, and understand blueprints, drawings, diagrams, specifications, operating instructions, and manuals.
- Operate required tools, vehicles and equipment in a safe manner.
- Operate office equipment, including computers and associated software applications.
- Assist in the development and monitoring of building and facilities maintenance budgets.
- Develop and recommend policies and procedures related to building and facilities operations.
- Supervise, train, and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or equivalent, and four (4) years of increasingly responsible experience in the operation, maintenance and repair of buildings and facilities and related systems and components, including two (2) years of lead responsibility or other qualifying higher level building maintenance experience.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 90 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.